

# **Data Privacy Notice For Employees and Consultants**

Welcome to HPI. This Privacy Notice informs you of our policy regarding our collection, use and disclosure of your personal data, in relation to your engagement with the company. HPI respects your right to privacy and we aim to comply with the requirements of Data Privacy Act 2012 (DPA).

## **What Information Do We Collect**

Upon your engagement with the company, we collect your personal data in many forms. This includes information collected using office forms, your photos and/or images during occasions, and also your biometric record for payroll processing.

### **Following are the type of information we collect upon your engagement.**

- Certificate of Employment - Original Copy
- Medical Clearance - Original Copy
- NBI and Police Clearance - Photocopy
- Birth Certificate - Photocopy
- IDs or Government Issued Numbers (SSS, TIN, Pagibig, PhilHealth) - Photocopy
- Bank Account Details to facilitate the processing of your compensation - Original Copy; and
- Biometric Record

When you provide us personal information of other individuals, we assume that their prior consent was obtained by you which shall authorize us to process their personal information. (e.g., character reference, referrals and person to contact in case of emergency).

### **Following are the type of information we collect during the course of your employment.**

- Performance Evaluations
- Medical Certificate, if necessary
- The result of your Annual Physical Exam
- Requirements for Loan Applications
- Records of Administrative Cases, if any
- Collective Bargaining Agreement, for Union Members; and

We also collect videos and images recorded through CCTV cameras installed within the office premises.

## **How We Use Your Personal Information**

We only use your personal data in accordance with the Data Privacy Act 2012 and to pursue our legitimate interest as employer to you.

- Provide services to you as part of employee-employer relationship.
- To facilitate claims and remittances for mandatory benefits
- To enable the company, our Human Resource Department to be specific to contact others in case of emergency; and
- To administer human resource-related processes, which includes performance management, and disciplinary issues.

Basis of processing the following information is to pursue our contractual obligation to you, to comply with our legal obligation, to protect public health and your vital interest, and to pursue our legitimate interest.

In the event that there is a need for us to process your personal information for any other purpose, specially the processing of your sensitive personal information, we will make sure to obtain for your consent at the most appropriate time.

## **How We Share and Disclose Your Personal Information**

As a general rule, we are not allowed to share or disclose your personal data unless required or permitted by law. For example, we share, disclose, or transfer your personal data for purposes such as:

- We submit your information to government agencies such as SSS, PhilHealth, Pag-ibig, and BIR for the provision of employment benefits as mandated by law.
- We also share your information to DOLE as part of our reportorial obligation.
- Printing of official company ID is contracted to a third party. Any information necessary for the creation of ID is shared to the third party under specific terms and conditions; and
- Other purposes, when necessary and as required by law.

## **How We Store and Retain Your Personal Information**

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared within the network of HPI and to different departments of HPI. Access to your personal data is limited to authorized employees of HPI in order for them to pursue their contractual obligation in the company.

## **Your Rights as a Data Subject**

You have data privacy rights with respect to the processing of your personal information. If you want to practice any of your rights, or you have concerns and inquiries regarding your Rights, this Privacy Notice, and any matter about our Collection, Use and Processing of your personal information, you may reach out with our Data Protection Officer at:

Designation – DPO

Contact No. – 02 (927-9671)loc 246

Email – [dataprivacy@himlayangpilipino.org](mailto:dataprivacy@himlayangpilipino.org)

Address – 12th Flr., Triumph Bldg., 1610 Quezon Ave. Quezon City

## **Changing This Data Privacy Notice**

This Data Privacy Notice may change from time to time. On such occasions, we will let you know through our website and/or through other means of communication.